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 Action taken,
 file: 50X1*

February 28, 1955

MEMORANDUM

TO:

FROM:

SUBJECT: Status Report - Projects 2-319-E and 3-321-E

The following is a summary of the work completed on projects 2-319-E and 3-321-E as of February 25, 1955.

1. Transcriptions, Coding and Typing.

A. Approximately 2400 transcriptions from manufacturer's catalogs have been completed. The present rate of transcription is approximately 250 per week.

B. A total of 1500 transcriptions have been typed on cards at five cards per transcription. The present rate at which transcriptions are being typed is approximately 200 transcriptions per week or 1000 cards per week.

C. A total of 1500 transcriptions or 7500 cards have been punched and coded. At the present time, coding and punching operations are at the same rate as typing.

2. File Boxes: In accordance with your telephone instructions on February 24th, we have designed file boxes for the card index and will have one set of five boxes made for initial use at . If the design proves satisfactory, additional boxes will be fabricated in sufficient number to hold all five card indexes. We are presently designing a shake table equipped with a frame to receive the file boxes such that cards may be removed from the file by picking the fields at either the top or bottom of the card. When this design is complete, we will forward it to your office for comments and approval.

3. Contract Extension: In a memorandum dated January 25, 1955, we requested an extension in time for projects 2-319-E and 3-321-E until June 1, 1955. In accordance with your verbal approval of this time extension of the contract, we are planning work on the project such that the projects will be completed and indexes ready for delivery as of June 1st. As you know, the transcribing, typing, coding and punching operations required have, since the first of the year, been accomplished with "contract labor." In order to speed up the project and minimize cost of the project, it was considered advisable to obtain trained technicians and typists to produce the card index on a piece rate basis. In employing the technician and typist under this condition we considered it necessary to be able to predict their work load at least several weeks in advance, since we do not want to terminate their employment without adequate notice. It was for this reason that I was somewhat concerned by our not having approval of the recommended time extension as of last week. We plan to continue employment of one technician and one typist from now until June 1st on the basis of your verbal approval of the contract extension in our telephone conversation of February 24th.

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